

PUBLIC



**Report to the Meeting of the
Oxford Health NHS Foundation Trust**

Audit Committee

RR/App 06/2021
(Agenda item: 24(b))

09 December 2020

Charity Committee Annual Report 2019/2020

For Assurance

Executive Summary

This report provides an overview of the Charity Committee including frequency of meetings and attendance, and a summary of business transacted by the committee.

This is being presented to the Audit Committee under its remit to review the work of other committees.

Governance Route/Approval Process

This annual report was presented at the meeting of the Charity Committee on 17 November 2020, and the final version was fully approved out of session.

Recommendation

The Committee is asked to note the report.

Author and title: Michelle Evans, Development Coordinator

**Lead Executive Director: Kerry Rogers, Director of Corporate Affairs and
Company Secretary**



Charity Committee Annual Report For the period April 2019 – March 2020

The Charity Committee's key responsibility is to support the duties of the Corporate Trustee in the management of the Oxford Health Charity. The Committee's Terms of Reference were last reviewed and approved by the Committee in February 2020.

Lucy Weston, Non-Executive Director, is the chair of the Committee from June 2019 taking over from Martin Howell, Trust Chair, who retired.

1. Frequency of Meetings and Attendance

The Terms of Reference state that the Committee should meet not less than four times a year. During the reporting period the Committee met three times, the September 2019 meeting was unfortunately cancelled due to last-minute issues. Decisions regarding papers and requests for that period were managed out of session.

Membership of the Committee comprised:

- 3 Non-Executive Directors of the Trust
 - Sue Dopson (until February 2020)
 - Bernard Galton
 - Martin Howell (prior to retirement in early 2019)
 - Chris Hurst
 - Lucy Weston (taking on position as Chair from June 2019)

- 3 Executive Directors of the Trust
 - Helen Green/Catherine Riddle (Acting for Director of Nursing until June 2019)
 - Marie Crofts (from June 2019)
 - Dominic Hardisty (until July 2019)
 - Debbie Richards (from August 2019)
 - Kerry Rogers (non-voting)

During this period, the following officers of the Trust and other interested parties were invited to attend for all or part of meetings (number of times shown in brackets):

- Community Involvement Manager (3)

- Financial Controller (2)
- Moore Kingston Smith representative (2)
- Investment Management representative (1)
- Communications (2)
- Development Coordinator (from Feb 2020) (1)
- Independent Member (3)

The Committee quorum is four members to include at least two Non-Executive Directors and one Executive Director. Directors may nominate a deputy to attend the meeting in their absence who will count towards the quorum. The 3 meetings during this period were not quorate and decisions were subsequently made outside of session. This was noted to be a concern and addressed, as outlined further in this report.

Attendance by the members has been as follows:

	13 June 2019	21 Nov 2019	5 Feb 2020
Exec	2	1	3
Non-Exec	1	1	1
Total	3	2	4

Under the direction of the Director of Corporate Affairs & Company Secretary, a member of the Office of the CEO attended meetings to take a true and accurate record of the proceedings of the Committee.

2. Business transacted by the Committee

The remit of the committee was updated as part of the Terms of Reference review and approval in February 2020, with minor changes to wording rather than removal of any activities. The following statements reflect on the activity of the committee through 2019-20 in relation to each point.

Ensure the activity of the OHC is managed appropriately and within required parameters (including but not limited to the delegation of fund management, investments, expenditure and income)

The committee undertake a review of expenditure, income, legacies and restricted funds at each meeting as presented by Moore Kingston Smith.

An archive review of all fund papers transferred from OUH after the contract change in 2017 has been initiated to ensure any restrictions, purposes or areas of concern are flagged. The external member of the committee has undertaken this project and will report back when complete.

The management of investment funds underwent a review in early 2019 and subsequently a new contract has been put in place with Aberdeen Standard Life. The transfer of investment portfolio and a review of risk and ethical investment approaches was also undertaken as part of the new contract. Reporting on the investment portfolio is received by the committee and an annual review of risk/ethical investment approaches will be undertaken.

Provide oversight on the OHC Strategy

The 2019-22 OHC Strategy was developed as a result of consultation with committee members, key stakeholders and fund advisors in early 2019 and approved at the June 2019 committee meeting. An action plan related to the delivery of the strategy was developed and reported on at each committee meeting following this – demonstrating ongoing progress in each of the four objectives.

The four objectives for the strategy state:

1. Enhance fundraising activity - to enable and facilitate appeals-based fundraising linked to the needs of OHFT patients and staff
2. Enable efficient and effective expenditure - to ensure clear and transparent processes are in place to request, suggest and review
3. Promote and celebrate OHC - to increase engagement with OHC through all media channels
4. Increase resources in support of OHC - to ensure adequate resources are in place to maximise the impact of OHC

A set of key performance indicators (KPIs) were also put in place to monitor progress in increasing fundraising income, fund numbers, internal promotion and external awareness of OHC through website traffic.

Advocate and engage members of the Trust in OHC activities

Attendance at the committee was an area of concern in 2019-20 with changes in membership and a lack of quoracy at committee meetings affecting committee governance. The Terms of Reference review addressed this with the introduction of new members of the committee as well as the splitting of meetings into governance and development focussed sections.

Ongoing work with the Communications and Engagement managers through the year widened awareness of OHC activities with notable funding stories and projects being highlighted in internal and external press. The OHC website – www.oxfordhealth.charity - also allowed for increased awareness raising with stories, fund appeals and updates able to be created for promotion and engagement purposes.

Approve funding requests over £10,000 or with specific impact outside of the normal approvals process

Only one request of £10,000 or more was presented at the committee for review, discussion and agreement in 2019/20.

This was to agree funding for the Creating with Care Coordinator and was approved by the committee. Funding was taken from each Community Hospital Fund impacted by this project and allowed for the ongoing art/music/dance activities in support of patients and staff in these areas.

Escalate successes, risks and strategic plans to the Corporate Trustee annually or as required

Two Corporate Trustee meetings were called during 2019/20 to escalate committee agreements. The first, in July 2019, sought Corporate Trustee approval for the 2019-22 OHC Strategy. The second, in December 2019, sought approval for the 2018-19 Annual Accounts and Report prior to submission to the Charity Commission in January 2020. Both papers were approved by the Corporate Trustee.

In addition to the above, the committee receives and reviews the following updates:

- Charity Legal, Regulatory and Policy Update
- Community Involvement Report
- Management Accounts
- Investment Portfolio Report

5. Reporting

Meetings are formally recorded and minutes have been circulated to all Committee members and formally reported to the Board of Directors.